

TRAINING AND EXERCISE SUBCOMMITTEE

MEETING MINUTES

WEDNESDAY, MAY 1ST 2018

DELAWARE FIRE SCHOOL

On May 1st 2018 the Training and Exercise Subcommittee meeting was held at the Delaware State Fire School in Dover with representatives from the Training and Exercise Subcommittee and the Delaware Emergency Management Agency (DEMA).

Attendees	Agency
Robert Newnam, Chairman	DSFS
Thomas Nesbella	DEMA
Jessica McIntire	DEMA
Devon Stover	DEMA
Christine Beste	DEMA
Mei Johnson	DEMA/CERT
Lisa Tanielian	DDA
David Mick	Kent County
Glenn Marshall	Sussex EMS
Suzanne Raab-Long	DE HC Assoc.
Betty Decker	PHPS
Claudette Martin-Wus	DTI
Rodney Workman	DSP/DIAC
Dwayne Day	DeIDOT

Harvey Velott, DSP/DIAC called in as a resource to DSP

- Chairman Robert Newnam welcomed everyone called the meeting to order at 8:31 a.m.
- A quorum of members were present and introductions were made.
- A motion was carried for an approval of the April 4th, 2018 meeting minutes. APPROVED (Motion by Claudette Martin-Wus, Second by Betty Decker)

EXERCISE PROGRAMS

Tom Nesbella Reports:

- IMT & Dover Downs, TTX, 18 Apr 2018
 - o Devon reports: The exercise had a great turnout. There were about 55 participants. Representatives from the city level on up to the FBI were present. There were times that the discussion got heated but overall a lot was learned and it was a great exercise.
- VTTX, DEMA Hurricane, 18 Apr 2018
 - o 10 Participants present in preparation for the NLE
- DEMA FSE, Atlantic Fury, 30 Apr -8 May 2018
 - o Had a kickoff meeting yesterday about Atlantic Fury. There are approximately 70 people registered for the TTX tomorrow. We will be playing the full scale during regular work hours and will not be playing on the weekend; however the National Guard will be playing all days. Some ESC's are required to be present but not all are required at the EOC. Some may telecommute if needed. We do not want to use up the time of our ESC's if it is not required.
- HazMAT workshop, 11-12 May 2018
- DTI, FE, COOP, 16 May 2018
 - o Claudette reports: Coordinators, management and PIO's will be working with FEMA and DEMA for the coordination and success of the exercise. Tony at DEMA is the assisting officer.
- DEMA graded REP 22 May 2018
 - o This exercise will be in the evening
- PH FSE Mass care, 19-20 June 2018
 - o Betty reports: The location the exercise will be Sussex Central. The main focus of this exercise is the testing and development of the new position of Shelter Manager. The exercise will test managing a tier 3 community shelter. Office of Animal Welfare will be there as well. Hoping this will be helpful. This position was requested and recommended in the past. This will be the test for it.
- HazMAT TTX, Sept 2018
 - o The Hazmat TTX still scheduled. There is the possibility for cancellation due to staff turnover however.
- Sussex, FSE, active shooter, 14 Oct 2018
- DTI cyber, FE Oct 2018

Other DE exercises

- LE
 - o State-wide TTX's for school shooting/shelter-in-place, ongoing this year
 - o TTX, DSCYF active shooter TBD
 - o TTX, OMB active shooter TBD
- HC
 - o AI/Nemours
 - May - Active Shooter Drill
 - Spring - multiple 'Power Outage' Drills
 - o Bayhealth
 - April - No Notice Ebola Drill

- Late Summer/Early Fall - Active Shooter with Dover Police Dept.
- Beebe
 - Fall- Active Shooter
- Christiana Care
 - April - Decontamination Exercise
 - May 10th - System Wide Downtime Cyber Attack
 - May - 'Alice' Staff Training
 - August - Mass Casualty Response (Full Scale)
 - October 8th - Mass Influenza Surge Vaccination
- Nanticoke
 - April 26th – Flood Exercise
 - Late Summer- Active Shooter Drill
 - Fall - Functional Exercise Lab Relocation
- St. Francis
 - April – 'Code Pink' Infant Abduction Exercise
 - May – Table Top Mass Casualty Incident
 - June – Full-scale Mass Casualty Exercise
 - September – Hazmat/Decontamination Exercise
 - October/November- Active Shooter Drill
 - December- Ebola Drill
- Dover AFB
 - May- 'Code Pink' and 'Code Blue' Drill
 - Summer- Mass Deployment Exercises
 - June/July - Active Shooter Drill
- VA
 - April 9, 10, & 11 – Power Outage Drill/Generator Testing
 - May/June – Active Threat Drills @ Outpatient facilities
 - June – Mass Casualty Exercise
- EMSPS
 - June 19 & 20 – Mass Care Shelter Exercise @ Sussex Central H.S.
- Other:
 - UD
 - TTX, Allen Lab Research, 27 June 2018
 - UD invited AJ and Chris to participate in their TTX, but we do not anticipate any other heavy involvement

TRAINING PROGRAMS

Tom Nesbella Reports:

- 2018 schedule
 - AWR-336 Health Sector Emergency Preparedness (HSEP) 9 Apr 2018 (PH) only, 52 attended
 - MGT-331 COOP, 10-11 Apr 2018, 22 attended
 - AWR-209 Dealing with the Media, 26 Apr 2018, 22 attended
 - AWR-343 Hurricane awareness, 9 May 2018, cancelled

- AWR 148 Crisis Management for School-Based Incidents, 20 June 2018, 7 enrolled
- MGT 417 Crisis Management for School-Based Incidents, Key Decision Makers, 17-18 July 2018, 2 enrolled
- AWR-167 Sport Event Risk management (UD only), 17-18 July 2018, 15 enrolled
- PER-228: Advanced Forensics Investigations (DSP only), 17-20 July 2018
- HSEEP course, 7-8 Aug 2018, 10 enrolled
- In-residence courses;
 - Center for Domestic Preparedness (CDP), 1
 - Now accepting resident training class applications
 - New Mexico Tech (NMT), 0
 - Counter Terrorism Operations Support (CTOS), 0
- Questions or comments
 - Chairman Newnam asks Betty about the number of shelter managers. Betty responds: That there are 28 identified shelter managers. They are trying to make the position as simple as possible but it is a large responsibility.

AFTER ACTION REPORT IMPROVEMENT PLAN

- None

FINANCIAL STATEMENTS

Tom Nesbella Reports:

- Financial Statements, FY16 SHSP Training & Exercise. FY15 exercise is complete
 - Finances discussed. We are comfortable with where we stand on spending regarding it thus far.

OLD BUSINESS

Disciplines brief on written summaries from previously approved classes or conferences:

- CS: approval
 - REP/GIS conference, 16-19 Apr 2018
 - Claudette reports: Recommendation: Yes, fully beneficial. Representative only attended 1 day but being able to incorporate GIS with REP would be fully beneficial. Representative also learned about how GIS can be used in reasonable assessment. Recommends going again.

- Cyber conference, 15-21 Apr 2018
 - Claudette reports: Conference is recommended again. The knowledge brought back to the State and Security team includes the latest on ransomware attacks with preparedness strategies, prioritizing security on most critical systems, adding additional security measures that can be implemented increasing least privilege on more systems and data, ways to identify insider threats, impacts of artificial intelligence and threats against that technology, and ways to improve the State's Security Awareness Program. It is a very large conference and will benefit from sending more than one person. In the future they would like to send 2-3 people from various focus areas to pullback more info for how to secure and protect our systems.
- LE: Approvals
 - CMT Hostage Negotiation Seminar, 5-7 Feb 2018
 - Institute of Self Defense Combat Course, TBD
 - FIAT Instructor Course, 25 Feb-2 Mar 2018
 - MARGIN Annual Gang Conference, 4-7 Mar 2018
 - Maritime Security Conference, 7-8 Feb 2018
 - BRAVO3 EOD Conference, 4-8 Feb 2018
 - Ice Dive training, 13-16 Feb 2018
 - Outlaw Motorcycle Gang Conference, 9-15 Sept 2018
 - Less-lethal instructor course, 19-20 Mar 2018
 - DIAC 2018 IALEIA training conference, 9-13 Apr 2018
 - DHS Narcotics Analytic seminar, 20-22 Mar 18
 - DHS Narcotics Analytic organized crime seminar, 26-28 Jun 18
 - FBI Hazardous devices course, 3 Feb 17 Mar 18
 - Social networking & Intel course, 27 Feb 1Mar 18
 - North American Mounted Unit training, 20-22 Apr 18
 - IALEIA cert & testing training, 8-14 Apr 18
 - DHS cyber security seminar, 13-19 May 18
 - Internet Evidence Finder Ops course, 8-12 Oct 18
 - Mid Atlantic INLETS conference, 18-22 June 18
 - MS-ISAC conference, 8-11 Apr 18
 - NATIA training, 9-10 Apr 18
 - Decoding gangs, 15-May-18
 - Cell-brite cert training, TBD
 - Harvey to brief next month when he is able to participate in person and not calling in. Does not have all information present with him.
- FS: approval
 - Drone Pilot Online Certification Prep Course, TBD
 - USRA Medical Team specialist training, 30 Apr- 6 May 2018
 - Hoist Rescue re-cert, 14-18 May 2018
 - Wilmington Tech rescue, TBD
 - Fire Service representative not present
- CT: approval
 - UAS training conference, 4-7 Mar 2018
 - UAS Thermography training course, 16-21 Apr 2018
 - Was skipped
- Other Comments
 - Dwayne would like information collected throughout the year about classes and recommendations to be presented at the annual T&E. Chairman Newnam concurs.

NEW BUSINESS

Requests for Training

Any requests over \$25,000 must go through the GSS approval process prior to approval of the T&E subcommittee per our fiscal year.

- LE
 - o \$18,726.00 – For priority 1 air rescue training May 21st-25th. This is a recertification course for State Police Personnel. Paramedics, scuba, SORT and EOD teams to participate
 - o \$3,099.00 – To send 2 members of DIAC to participate in the 2018 Cyber Shield exercise May 6th to 11th.
 - This request is to be reclassified under exercise requests and not training
 - o \$4,728.73 – To send 3 members of the scuba team to dive equipment maintenance training April 29th to May 3rd. This will reduce costs associated with maintenance. This is also a recertification course.
 - o \$4,137.00 – To send 3 DIAC administrators to the Northeast Regional Intelligence Group Conference June 10th-13th.
 - o \$8790.00 – To send 5 CIU detectives to attend the Crimes Against Children Conference August 13th-16th.
 - o \$3347.00 – Request canceled
 - o \$359.00 – Request canceled
 - o APPROVED (Motion by Dwayne Day, Second by Glenn Marshall)
- FS
 - o \$12,300.00
 - o \$2,400.00
 - o TABLED per Chairman Newnam. Fire Service representative not present.
- CS
 - o \$1,627.50 – To send 1 State IT Security employee to a risk assessment conference June 3rd-7th. This is to increase the knowledge and understanding of how to information security.
 - o Claudette would like to go over finances again with Renee.
 - o Tom would like to take it out of the core training budget
 - o APPROVED (Motion by Glenn Marshall, Second by Lisa Tanielian)

Requests for Exercises

- LE
 - o \$480.00 – To provide portable rest rooms for the ALERRT 3 training/drill being held on May 14th-17th
 - o ~\$3,099.00 request to be moved here.~
 - o APPROVED (Motion by Glenn Marshall, Second by Claudette Martin-Wus)
- FY18 SHSP grant submissions
 - o Tom reports that an e-mail sent to everyone about SHSP grant submissions.
 - o Jess reports that everyone will have until Friday to send in their submissions. The following are those who have submitted thus far DTI- 4, Delaware State Fire School- 1, Kent County Department of Public Safety- 3, New Castle County EMS- 3, DPH/EMS- 4, GA 5, Kent County EMS- 10, Delaware State Police- 12, Kent County EMA- 2, Sussex County EMS- 2, Tom Nesbella- 7

- Harvey asks if it based off last year numbers. Tom responds: yes, we have not heard from federal level yet on how much we will have to work with so we are getting prepared by using last year's numbers as they will have a short deadline.

NIMS COORDINATOR UPDATE

Devon Stover Reports:

- FEMA released the NIMS EOC Skillsets for feedback. These allow for training skillsets to be moved between positions based off of local EOC or IMT requirements. It is basically like a DIY PTB. They have also released the EOC Director and Division group/sup position job titles and position qualifications for feedback. Feedback is due May 9th at 5:00PM.
- FEMA in conjunction with EMI have released a new set of Independent Study classes. They have updated the IS-800b class to IS-800c. As with most class updates, FEMA recommends but does not require everyone to retake the course. It is up to each agency to decide if it is to be a requirement to retake. They have also released a new set of courses. The courses released are IS-2000 National Preparedness Goal and System Overview, IS-2500 National Prevention Framework, IS-2600 Protection Framework and IS-2700 Mitigation Framework. FEMA plans to make these requirements for other classes in the future but they are not yet. Please look out for this in the future.

CERT/CITIZEN CORPS

Mei Johnson Reports:

- CERT has the following classes:
 - We held a class at DelTech Georgetown on the 27th and 28th. There were 25 attendees. We hope to go back October.
 - We will have a CERT class June 20th to the 21st at DHSS Herman Holloway Campus. Registration is through the Delaware Learning Center
 - We have a date for Family Emergency Preparedness Day. It will be September 22nd

OTHER SUBCOMMITTEE BUSINESS

- None

COMMITTEE MEMBERS COMMENTS

- Tom: When submitting for reimbursements do not send partial expense reports. I would like the committee to submit for reimbursements as a package. I do not want to follow up on what receipts are for and do not want them to trickle in separately. There is a 60 day deadline for submitting.

- Chairman agrees. It is the responsibility of the submitting agency to properly apply. I would like a list created of pending submissions for committee.
- Dwayne: In the matter of the funding request that was approved for thermal imaging course; by time DelDOT could run the approval through the system class was filled and we could not attend, however we would like to appropriate the funds.

CONCLUSION

- Per Chairman Robert Newman **the next meeting will be June 6th at 8:30 AM**
- Per Chairman Robert Newnam the meeting is adjourned.
- Meeting adjourned at 9:18 AM

Respectfully Submitted,
-Devon Stover